

## Training Supervisor – Nashville, TN

State of Tennessee



### **JOB SUMMARY**

The Training Supervisor oversees the development and implementation of the procurement training program and provides direction on the scope of curriculum and materials used to train procurement professionals. In addition to identifying and incorporating procurement best practices into training policies and programs, the Training Supervisor must develop and implement innovative ways to communicate training and professional development goals throughout the levels of the procurement organization. The Training Supervisor must work collaboratively with internal and external stakeholders to ensure procurement best practices are institutionalized in the enterprise procurement organization. The Training Supervisor may represent the state procurement office and speak in public settings to various groups which include, but are not limited to, relevant industry trade groups, the state fiscal review committee, the state procurement commission, the state protest committee and the advisory council on state procurement.

### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES**

Under the direction of the Director of Training and Compliance:

- Works collaboratively with internal and external stakeholders to identify the training needs for the enterprise procurement organization.
- Coordinates the development and implementation of training policies, schedules, and classes.
- Oversees the development of all training materials.
- Manages Training Specialists responsible for delivering training to procurement professionals.
- Determines the appropriate allocation of resources and materials to implement an enterprise training strategy with long-term goals.
- Continuously reviews existing training policies, schedules and classes, identifies deficiencies, and provides strategic direction on the recommendations for improvement.
- Utilizes enterprise performance measures to identify organizational limitations and deficiencies in staff knowledge that may be improved with enhanced professional development and skills-based training.
- Develops and maintains internal and external means of communicating training strategy to all affected stakeholders.
- Implements and oversees policies and procedures to assure training requirements are aligned with delegated purchasing authority and Edison user access.
- Supports the Director in tracking training performance. Compiles documentation on statewide progress and results achieved.
- Works closely with other central procurement teams for input and expertise in the development of training curriculum and materials.

## Training Supervisor – Nashville, TN

State of Tennessee



- Possesses and demonstrates expert knowledge of policies, procedures and execution strategy for multiple solicitation methods including Request for Proposal, Invitation to Bid, Multi-step Bidding, Competitive Negotiation and Informal Bid.
- Solves complex problems associated with procurement and contract management activities, as they are elevated by the subordinate Training Specialists.
- Regularly represents the central procurement office while speaking at public events with internal and external stakeholders.

### **MINIMUM QUALIFICATIONS**

- Completion of a Masters degree from an accredited college or university

AND

- 1-2 years of experience delivering training to private or public sector organizations.

OR

- Completion of a four-year Bachelors degree from an accredited college or university

AND

- 2-4 years of experience delivering training to private or public sector organizations, 1 year of which in a supervisor capacity.

IN ADDITION:

- Experience within a training program.
- Proven experience to influence, collaborate and motivate teams and individuals through organization change and new demands.
- Excellent organization and analytical skills.
- Expert presentation, verbal and written communication skills.

### **PREFERRED QUALIFICATIONS**

- Demonstrated skills using Oracle, Peoplesoft 8.9, or other enterprise procurement systems.

### **ADDITIONAL INFORMATION**

Only applicants that meet the basic requirements for this position will be interviewed. Interested candidates should submit the following to [charlotte.mckinney@tn.gov](mailto:charlotte.mckinney@tn.gov):

- Resume which includes college GPA, salary history, and all employers / work experience following college graduation.
- Availability date.

*\*Requests for ADA accommodation should be directed to the Human Resources Office @ 615-741-1379.*